

**Office of Financial Institutions  
TRAVEL REGULATIONS**

**I. PURPOSE:**

PPM 49, administered by the Division of Administration/Office of State Travel, establishes the travel policies and procedures for all state employees. This policy notifies employees of their responsibility to follow PPM 49 regulations, advises employees of the location of PPM 49 on the OFI Intranet, establishes additional requirements for flight itineraries and receipts for public ground transportation, and reminds employees of the consequences of falsifying claims for reimbursement.

**II. POLICY**

It is OFI's policy to comply with PPM 49. Employees may view the current version of PPM 49 on the OFI Intranet under the heading "Travel Guide." A summarized "Pocket Guide to Travel Regulations" is also available on the Intranet and is distributed annually to all employees who travel on a regular basis. OFI employees and supervisors are responsible for complying with PPM 49.

In addition to the public ground transportation regulations established by PPM 49, OFI Policy requires that receipts accompany reimbursement requests for public ground transportation. Exceptions include city bus or subway services (such as the Metro in Washington, D.C.) for which no receipt is available.

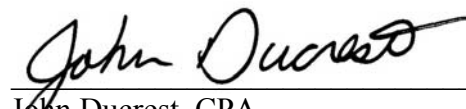
**III. PRIOR APPROVAL REQUIRED**

Travel authorizations must be approved in advance by the Commissioner or, in his absence, the Deputy Commissioner. Supervisors are required to obtain and review the employee's proposed flight itinerary for trips involving air travel and are responsible for determining that the travel times and dates serve the needs of the agency.

**III. VIOLATIONS**

With regards to falsification of claims for reimbursement, PPM 49 states: "Any person who submits a claim pursuant to these regulations and who willfully makes and subscribes to any claim which he/she does not believe to be true and correct as to every material matter, or who willfully aids or assists in, or procures, counsels or advises the preparation or presentation of a claim which is fraudulent or is false as to any material matter shall be guilty of official misconduct. Whoever shall receive an allowance or reimbursement by means of a false claim shall be subject to severe disciplinary action as well as being criminally and civilly liable within the provisions of state law."

APPROVED BY:

A handwritten signature in black ink, reading "John Ducrest", is written over a horizontal line.

John Ducrest, CPA  
Commissioner

March 8, 2005

Date